

Compensatory Time Policy

Approved: 

Date: June 2012

I. Policy

Compensatory time is considered time in excess of the designated 40-hour work week. Before any time can be considered as overtime, an employee must work, not just get paid for, 40 hours during the designated work week. Compensable time in the Nebraska Probation System shall be held to a minimum.

Only employees designated as non-exempt may earn compensatory time.

II. Purpose

To ensure employees comply with the Fair Labor Standards Act regarding work hours.

III. Reference

[Neb. Rev. Stat. § 73-102](#)

IV. Procedure

A. Compensable Time

Supervisory staff allowing compensable time shall follow the procedures outlined in the Nebraska Supreme Court Personnel Policies and Procedures handbook.

B. Compensatory Time Request/Approval

A written request for compensatory time shall be submitted to the Chief Probation Officer prior to the compensatory time being accumulated.

C. Eighty (80) Hours or More of Compensable Time

When an employee accumulates 80 hours or more of compensable time a written request shall be submitted to the Administrative Office of Probation for approval/disapproval.